

Standards of Accreditation Chapter 55
Recommended Changes for Consideration ARM 10.55.701-10.55.705
September 2011 (February Documents with January Edits)

OK for Now	Needs Work	10.55.701 BOARD OF TRUSTEES
X		(1) The board of trustees shall develop systems to ensure that the school district complies with all local, state, and federal laws and regulations.
X		(2) Each school district shall have in writing and available to the staff and public:
X		(a) goals that reflect the district's strategic plan of education;
X		(b) sequential curriculum for each program area that aligns to the state content standards, grade-specific learning progressions, and program area standards;
X		(c) policies establishing student assessment procedures that ensure evaluation of the district's curricula and student learning. These procedures shall specify how and when data are to be collected, analyzed, and reported;
X		(d) policies that delineate the responsibilities of the board, superintendent, and personnel employed by the school district. The trustees shall review these policies on a regular basis;
X		(e) a policy on student, parent, guardian, and school employee due process rights;
	X	(f) a policy that is designed to address bullying, intimidation, and harassment of students and school personnel;
X		(g) an equity policy;
X		(h) a transfer policy for determining the appropriate placement of incoming students;
X		(i) an academic freedom policy;

X		(j) a materials selection policy, including a challenge procedure, for all curricular and support materials;
X		(k) a copyright policy;
X		(l) a policy that defines the use of school facilities and resources;
X		(m) comprehensive family engagement policy;
	X	(i) regular, two-way and meaningful communication between home and school;
	X	(ii) promotion and support of parenting skills;
	X	(iii) that parents play an integral role in assisting student learning;
	X	(iv) that parents are welcome in the school, and that their support and assistance are sought;
	X	(v) parents as full partners in the decisions that affect children and families; and
	X	(vi) community resources be used to strengthen schools, families, and student learning;
X		(n) a policy incorporating the distinct and unique cultural heritage of American Indians and that is aligned with district goals;
X		(o) a policy addressing distance, online, and technology delivered learning as defined in ARM 10.55.602;
X		(p) a policy that defines a significant writing program; and
X		(q) a policy that addresses student health issues that arise in the school setting.
X		(3) The board of trustees shall have valid, written contracts with all regularly employed licensed administrative, supervisory, and teaching personnel.



X		(4) The board of trustees shall have written policies and procedures for regular and periodic evaluation of all regularly employed personnel. The individual evaluated shall have access to a copy of the evaluation instrument, the opportunity to respond in writing to the completed evaluation, and access to his/her files. Personnel files shall be confidential.
X		(a) The evaluation system for licensed teachers used by a school district shall include an assessment of the extent which the teacher:
X		(i) understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences;
X		(ii) uses understanding of individual differences and diverse cultures and communities, including American Indians and tribes in Montana, to ensure inclusive environments that enable each learner to meet high standards;
X		(iii) works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation;
X		(iv) understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make the discipline accessible and meaningful for learners to assure mastery of the content;
X		(v) understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues;
X		(vi) understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making;



X		(vii) plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context;
X		(viii) understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways;
X		(ix) engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner;
X		(x) seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession; and
	X	(xi) demonstrates understanding of and ability to integrate history, cultural heritage, and contemporary status of American Indians and tribes in Montana.
X		(b) The evaluation system for licensed administrators used by a school district shall include an assessment of the extent which the administrator:
X		(i) facilitates the development, articulation, implementation, and stewardship of a school or district vision of teaching and learning supported by the school community in order to promote the success of all students;
X		(ii) promotes a positive school culture, provides an effective instructional program, applies best practice to student learning, and designs comprehensive professional growth plans for staff in order to promote the success of all students;
X		(iii) manages the organization, operations, and resources in a way that promotes a safe, efficient, and effective learning environment in order to promote the success of all students;



X		(iv) collaborates with faculty, families, and other community members, responds to diverse community interests and needs, including American Indian communities in Montana, and mobilizes community resources in order to promote the success of all students;
X		(v) acts with integrity, fairness, and in an ethical manner in order to promote the success of all students; and
X		(vi) understands, responds to, and ethically influences the larger political, social, economic, legal, and cultural context in order to promote the success of all students.
X		(5) The board of trustees shall establish conditions that contribute to a positive school climate which:
X		(a) establish a system to keep parents/guardians up to date on students' progress;
X		(b) engage in a continuous school improvement process; and
X		(c) establish comprehensive multiyear mentoring and induction programs for all licensed staff aligned with teaching standards as defined in ARM 10.55.701(5).
OK for Now	Needs Work	10.55.702 LICENSURE AND DUTIES OF DISTRICT ADMINISTRATOR - DISTRICT SUPERINTENDENT
X		(1) The district superintendent shall be:
X		(a) licensed in accordance with state statutes and Board of Public Education rules;
X		(b) considered appropriately assigned if the superintendent is enrolled in a Board of Public Education accredited superintendent internship program in the State of Montana, and the school is reporting annually to the OPI on the progress of the intern.
	X	(2) In cases where the intern is the only administrator hired by the district, the district shall contract with a properly licensed and endorsed administrator, <u>with at least three years of experience as a superintendent</u> , for annual and periodic supervision of the practice of the intern throughout the school year. Such supervision shall include participation in, and review of, and written concurrence in all performance evaluations of licensed staff completed by the intern.



	X	(3) <u>Should the accredited superintendent internship program determine, in consultation with the employing school district, that the intern has failed to show sufficient and satisfactory annual progress toward completion of required course requirements, the internship program shall dismiss the intern from the program.</u>
X		(4) The district superintendent shall perform administrative duties in accordance with 20-4-402, MCA.
OK for Now	Needs Work	10.55.703 LICENSURE AND DUTIES OF SCHOOL PRINCIPAL
X		(1) The school principal shall:
X		(a) be licensed in accordance with state statutes and Board of Public Education rules;
	X	(b) be considered appropriately assigned if the principal is enrolled in a Board of Public Education approved <u>accredited</u> administrator/principal internship program in the state of Montana, as defined below; and the school is reporting annually to the OPI on the status of the intern.
	X	(i) the intern must be enrolled in an approved administrator/principal training program within the state of Montana;
	X	(ii) the intern must file an application with the Board of Public Education prior to placement within a school district in the state of Montana;
		(iii) (i) at each assigned school, the intern must annually receive an on-site visit by an appointed faculty member of the approved <u>BPE accredited</u> internship program;
	X	(iv) (ii) at each assigned school, the intern shall receive an appropriate level of supervision by a properly licensed and endorsed administrator hired by the district. Such supervision shall include participation in, review of, and written concurrence in all performance evaluations of licensed staff completed by the intern. In cases where the intern is the only administrator hired by the district, the district shall contract with a properly licensed and endorsed administrator for annual and periodic supervision of the practice of the intern throughout the school year.

	X	<u>(iii) should the accredited principal internship program determine, in consultation with the employing school district, that the intern has failed to show sufficient and satisfactory annual progress toward completion of required course requirements, the internship program shall dismiss the intern from the program;</u>
	X	(c) have a license endorsed at the level assigned as a principal, except where one individual serves as the single administrator for the entire district under ARM 10.55.705(1)(a) or <u>(1)(b)</u> , where the superintendent may hold either a high school or elementary principal endorsement. No individual may be assigned a total of more than 100% full-time equivalent (FTE);
X		(d) carry out the district's policies and procedures; <u>and</u>
X		(e) be responsible for the effective day-to-day operation of the school, including the management of finances, materials, and human resources.
OK for Now	Needs Work	10.55.704 ADMINISTRATIVE PERSONNEL: ASSIGNMENT OF DISTRICT SUPERINTENDENTS
	X	(1) A district superintendent for a combined elementary-high school district or a county high school district or an independent elementary school district shall be assigned as follows:
	X	(a) A full or part-time district superintendent and at least a half-time school administrator/principal as defined in ARM 10.55.705(1)(a) or <u>(1)(b)</u> shall be employed for an independent elementary district with fewer than 18 full-time equivalent (FTE) licensed staff, or the district shall utilize the services of the county superintendent to fulfill the duties of the district superintendent. One individual may serve as both district superintendent and part-time school administrator/principal as defined in ARM 10.55.705(1)(a) or <u>(1)(b)</u> . A superintendent serving under this subsection shall devote full time to administration and supervision not to exceed a total assignment of 400% <u>1.0</u> FTE.
	X	(b) A full or part-time district superintendent and at least a half-time school administrator/principal shall be employed for a combined elementary-high school district or a county high school district with fewer than 30 FTE licensed staff. A full or part-time district superintendent and at least a half-time school administrator/principal shall be employed for an independent elementary district with more than 18 but fewer than 30 <u>with 18 or more but fewer than 30</u> FTE licensed staff. One administrator may serve as both superintendent and



		part-time school administrator/principal as defined in ARM 10.55.705 (1)(a) or <u>(1)(b)</u> . A superintendent serving under this subsection shall devote full time to administration and supervision not to exceed a total assignment of 100% <u>1.0</u> FTE.
	X	(c) A full-time (one FTE) district superintendent shall be employed for any district with 30 or more FTE licensed staff or 551 or more students.
	X	(2) A combined elementary-high school district, or a county high school district, or an independent elementary school district with 100 or more FTE licensed staff shall employ a full-time curriculum coordinator to supervise the educational program and alignment of standards, assessment, curriculum, instruction, and instructional materials. The curriculum coordinator shall hold a class 3 administrative license. Those districts with less than 100 FTE licensed staff and no full-time curriculum coordinator shall employ the services of a regional curriculum consortium or a part-time, designated curriculum coordinator.
OK for Now	Needs Work	10.55.705 ADMINISTRATIVE PERSONNEL: ASSIGNMENT OF SCHOOL ADMINISTRATORS/PRINCIPALS
	X	(1) School districts shall employ appropriately endorsed school administrators/principals as follows:
	X	(a) for schools in third class elementary districts with for up to eight or fewer full-time equivalent (FTE) licensed staff and without a licensed administrator under contract, a supervising teacher and county superintendent will be accepted in satisfaction of administrator requirements for up to eight full-time equivalent (FTE) licensed staff; <u>may serve as the administrator;</u>
	X	(b) for schools in districts with an assigned licensed administrator under contract, the following staffing requirements shall apply:
	X	(i) .5 FTE principal for schools with more than eight and less <u>fewer</u> than 18 FTE licensed staff. A district may satisfy the FTE requirements of this subsection for a school under this circumstance by prorating the assignment of building administrators in other buildings of the district, so long as. <u>However,</u> the number of licensed FTE staff for whom each administrator is responsible is not more than <u>must not exceed</u> 29 and so long as the number of students for whom each administrator is responsible is not more than <u>the number of</u>

		<u>students shall not exceed 550;</u>
	X	(ii) one FTE principal for schools with 18-29 FTE licensed staff or 250-550 students;
	X	(iii) two FTE administrators/principals for schools with 551-1050 students;
	X	(iv) three FTE administrators/principals for schools with 1051-1550 students;
	X	(v) four FTE administrators/principals for schools with 1551-2050 students; and
	X	(vi) five FTE administrators/principals for schools with 2051 or more students.
	X	<u>(vii) An administrator/principal serving under these subsections shall devote full time to administration and supervision not to exceed a total assignment of more than 1.0 full-time equivalent (FTE)</u>
	X	(2) In schools that require two or more FTE administrators/principals, at least one individual shall be appropriately endorsed as principal. At least a second administrator shall have administrative endorsement(s) at the appropriate level(s) and in the area(s) that accurately reflects the administrator's supervisory responsibilities. For example, a school may assign properly licensed and endorsed curriculum coordinators to supervise the appropriate instructional programs. <u>No individual serving under (2) may be assigned a total of more than 1.0 full-time equivalent (FTE)</u>
	X	(3) In schools with at least three FTE school administrators who are administratively endorsed, release time of department coordinators or chairpersons may be counted toward additional school administration. Department coordinators or chairpersons counted toward school administration may observe and supervise but shall not formally evaluate classroom instruction.